



The Board of Trustees of the Eastham Public Library

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www.easthamlibrary.org

Ignatius (Al) Alfano–2023
Chair
Holly Funston–2022
Vice Chair
Derek Burritt–2022
Secretary
Mary Shaw–2023
Willow Shire–2024
Charlotte LaBranche–2022
Student Liaison

MINUTES OF THE BOARD OF TRUSTEES OF THE EASTHAM PUBLIC LIBRARY

August 14, 2021 at 9:00 a.m.

Location: Eastham Public Library - Gregory S. Turner Meeting Room

THIS IS A REMOTE PARTICIPATION MEETING. PUBLIC PARTICIPATION IS VIA PHONE.

To call in dial 1-646-558-8656, then the meeting ID 862 7913 6973

This meeting will be live broadcast on Local Access Channel 18, and Live Streaming is available on the

Town website at www.eastham-ma.gov/home/pages/channel-18

Under An Act Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed by Governor Baker on June 16, 2021, the public body may continue to participate remotely. This act extends, until April 1, 2022, the remote meeting provisions of his March 12, 2020, Executive Order Suspending Certain Provisions of the Open Meeting Law.

1. **Call to Order:** The meeting was called to order by Al Alfano at 9:01 a.m.

Trustees/Staff Present: Al Alfano, Derek Burritt, Holly Funston, Mary Shaw, Willow Shire, Library Director Debra DeJonker-Berry

Guests: Select Board Vice Chair Aimee Eckman, Friends President Debbie Abbott

2. Minutes

A **MOTION** (M. Willow, S. Holly) was made to approve the minutes of July 10 with corrections.

Approved, 5-0.

A **MOTION** (M. Mary, S. Holly) was made to approve the minutes of July 17 with corrections. Approved, 5-0.

3. Financial Report (Quarterly Review: November, February, May, August)

a. FY22 Budget

b. FY22 Fund Commitments. Use of Trustees Interest Account -coordination with Gift Fund

A **MOTION** (M. Willow, S. Derek) to authorize the Library Director to expend \$26,523 from the Trustee Interest Account and \$6,932 from CD interest for the support programs and then to transfer those funds to the Gift Fund to expedite invoice payments was made. Approved, 5-0.

c. CD Renewal

No vote upon further discussion.

d. Trustees Interest Transfer

A **MOTION** (M. Mary, S. Willow) to retroactively approve the transfer of \$50,000 to the Trustee Interest Account from our CD, prior to its renewal, for the support of anticipated expenses including fund commitments was made. Approved, 5-0.

e. Authorize Library Director to expend Trust Funds

A **MOTION** (M. Mary, S. Holly) to continue the annual authorization for the Library Director to expend Trust Funds in accordance with the conditions set in each Trust was made. Approved, 5-0.

f. Financial Review of FY21

g. Director's Retirement: Public Reception

A **MOTION** (M. Mary, S. Willow) that the expenditure of up to \$2,500 be approved for the purpose of a public reception to recognize the departure of our Library Director upon her retirement was made. Approved, 5-0.

3. Director's Report

a. Programs (Summer Reading)

Though the numbers aren't in yet (reported next year), our decision to move children's programming outdoors has been very successful as shown by the number of children registered for Summer Reading (126). That, and the use of the pond-side children's program area through Fran's LSTA grant have made such a difference.

b. Three Sister's Mural (Eastham Room)

NRHS student Natalie Sweeney has completed her wall mural "Three Sisters" on the glass in the Eastham Room. It is two-sided, the corridor side looks like a painting and, when viewed from within the Eastham Room, looks like stained glass. This beautiful image complements the map of Indigenous Tribes of Cape Cod hung next to it.

c. Saxine Audio

Nate Goodman (Goodman Films) has completed editing the 11+ hour audio version of Saxine's "The Story of the First Encounter at Nauset." Marianne read the introductory material and Ian read his text. Nate produced and edited, and Melanie worked closely with Nate and is currently setting up online access through Overdrive. Tom Ryan was also continually consulted.

d. Network/Computer upgrade

Installation of the new staff computers is next week.

e. Digitization and preservation of Town records

Melanie is reaching out to the Internet Archive for digitization of EHS maps and the Town Clerk ancient records.

f. MBLC Reports (ARIS, Financial, Compliance, Draft Action Plan)

The ARIS, Compliance and Financial forms are about ready for signature, and one of the pleasures of preparing these reports was reflection upon how much was accomplished this year. As expected, patron use of electronic collections increased by 40%, the web-site by a third, and circulation of electronic material by about 20%. Programming attendance, though mostly remote was quite healthy too (5,403).

I find it remarkable, and a great credit to our staff, that circulation of physical material was so strong (85% of the previous fiscal year. In FY20, we were open to the public for a bit less than ¾ of the year compared to 1/12th of the year in FY21). Remember that getting physical material into our patrons' hands was all done by the staff as patrons were not browsing and volunteers were not part of the team because of safety; so only the staff was pulling everything and then arranging curbside pickup. Another remarkable statistic is interlibrary loan: We loaned 16,569 items (69% more than FY20) and borrowed almost 13,000 for our patrons (32% above FY20).

g. Next projects

The next projects up are installation of the Barking Dog Story Walk and set up of the bi-lingual edition of "The Story of the Billington Boy" in Hyannis and Eastham. (The text and images are due Friday.)

4. Building

a. Meeting with DPW Director Silvio Genoa (Review Building Checklist)

A yearly maintenance plan is scheduled for Pella doors.

Progress has been made with Daiken and a service contract is being drawn up.

5. Old Business

a. Library Hours and Service Update

Karen and Freya are working together on slowly bringing our volunteers back. While we are handing out applications, I suspect with the rise of COVID, there will be a delay in expanding opportunities available, but, as we discuss bringing a bit of live library programming back (at 50% occupancy), there may be a few new opportunities.

On the COVID front, we are now requiring masks for ages 2+. Having masks located in the vestibule as well as other key locations has really helped. We have returned furniture mostly to where it belongs in preparation for the possibility of limited library programming this fall (especially Children's programs). We won't be offering community use or individual use of meeting rooms yet.

b. Outdoor sculpture(s), bulletin boards

Ordering bulletin board in progress.

c. Shelf Genie

Shelf Genie installation is set for August 23rd. The result will be that the archival material purchased from the CPC grant and the children's LSTA grant will have proper storage.

d. Mobile-Mini storage

Representative suggested investigating state procurement websites.

e. Library Director Search Update

The first round is completed. Monday, Aug. 23 is the next round of interviews when candidates will meet with trustees, staff, and the select board.

6. New Business

a. Prepare list of donor plaques

Mary & Al to create a map locating the honorary plaques in the library.

b. Parking Lot—Wording to be reviewed on all signs for clarity. Low-emission parking signs to move to the other side of the EV charging stations. Sign height to be reviewed for lower positioning. Curbs at the handicap parking spots and east end of parking lot to be reviewed for shortening. Pave dirt parking space in east/rear corner and spot near the parking lot exit.

c. Story Walk—Marked locations viewed by trustees.

7. NRHS Student Trustee Liaison, Lily Nannini & Charlotte LaBranche

Derek to send letter and certificate to Lily.

8. Friends Update

The Friends were planning to meet in the Reading Garden last Thursday (August 5th), but because of impending bad weather the director allowed us to meet here in the Turner Room.

The book sale two weeks ago was an unqualified success. We cleared close to \$2,800, which included almost \$700 in merchandise. The Fill-a-Bag for \$5 was a hit, and it helped us clear out a lot of older books that had already been through at least one book sale. The cupboard is bare, so to speak, there is Nothing, Nada, Zilch, in the basement storage room. All of us involved in the book donations and sorting are feeling good about the fact we can start over and build again. I have to admit that we all were pretty shocked looking at the VIS Room shelves Sunday afternoon.

Our big news is an extraordinary gift, \$100,000, has been given to the Friends of the Library to underwrite public programming. We will create a separate line item in the budget similar to what we did with the Nate Anthony One Book/One Town donation. The Eastham family giving these funds wishes to remain anonymous at this time. There are no strings attached.

The hope is that this contribution will help establish a so-called Special Programming Fund with structure to be established by the Friends and the Library Director, aside from the regular funding the Friends does for adult and children's programming.

This will allow the library to address many cultural and social issues of importance to Eastham and the Outer Cape. It was noted with the gift that as our communities emerge from the pandemic, the spotlight has been shined on the many issues of justice and equity we face.

Terry Gallagher will be our primary Friends liaison with the director and help set up a small committee to decide the parameters of how we move forward. I am already aware of at least one staff-proposed program idea in conjunction with the Nauset freshman class that might benefit from this.

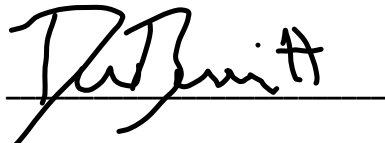
This is an amazing opportunity for the Eastham Library!
Thanks!

Debbie Abbott
President
Friends of the Eastham Library

9. Next Meeting: The next meeting of the Board of Trustees of the Eastham Public Library will be on Saturday, September 11 at 9:00 a.m. in the Eastham Public Library—Gregory S. Turner Meeting Room. THIS IS A HYBRID IN-PERSON AND REMOTE PARTICIPATION MEETING. PUBLIC PARTICIPATION IS VIA PHONE. (NOTE: Al and Deb meet two Tuesdays prior to Board of Trustee meetings to prepare the agenda. Trustees are welcome to attend the agenda prep meeting. Please notify Deb 1 week before so the agenda can be posted.)

12. Adjournment: At 10:05 a.m., a **MOTION** (M. Willow, S. Derek) to adjourn was made. Approved, 5-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'D. Burritt', is written over a horizontal line.

Derek Burritt, Secretary